



**silicon
beach**
TRAINING

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Taking Minutes

Duration: 1 day

Prerequisites

There are no prerequisites for this course

This Taking Minutes training course is designed to help participants develop their skills for taking notes at meetings and learn and practise techniques for writing clear and accurate minutes and agendas.

Course Content

The use and importance of minutes

Procedural aspects

- Content and structure of minutes and how to select an appropriate format

Preparation

- Issues
- Target audience
- Establishing a relationship with the chair
- Inspiring confidence within the meeting

The critical skill – listening

- Barriers to listening
- Active listening

Effective note-taking

- Developing a short-hand – from abbreviations to mind-mapping
- How to clarify what has been said
- Structured note-taking
- Identifying key points
- Ensuring you have all that you need

The finished minutes

- Combining materials (there may be documents, items, people etc. that are referred to during the meeting)
- Selecting appropriate:
 - Style
 - Language
 - Structure
- How to summarize – writing concise, precise minutes
- Procedural aspects – sign off

Tips and techniques

- Lessons learned from experienced minute takers – from ensuring that you write up notes quickly through to note-taking shortcuts

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Communication Skills: 1 day

Time Management: 1 day

Assertiveness & Confidence Building: 2 days

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